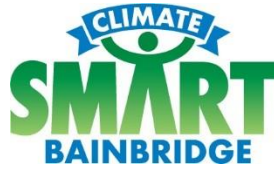


Community Resilience Meeting Agenda & Host Guide



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*We suggest that this meeting be around 1 hour long.
Be sure to allow for some time before the meeting starts for team members to socialize.*

Tips to Prepare for Your Meeting:

Plan Your Meeting: Decide if your meeting will be in-person or virtual.

- If virtual, Some virtual meeting options include Zoom or Google Meets.
 - NOTE: Free video call options - [Zoom](#) allows for a maximum of 40 minutes free and [Google Meet](#) allows for 1 hour with a google account.
- If in person:
 - Decide where to meet. If you are not comfortable inviting the team to your home, ask your team leader or another team member if they could host or consider a nearby public location like a library, community center, or cafe with WiFi access.
 - Set up a seating area for your guests with a computer or TV with computer connection option (usually an HDMI cable or screencasting) so you can show a video and folks can easily see and hear it.
 - If you can, consider offering drinks or snacks! It doesn't need to be fancy, some home brewed tea and cookies or anything simple works.

Send a Reminder Email: One week before the meeting, send a reminder email to your team with the day/time/location of the meeting as well as the follow up activity that folks should have completed before the meeting. If you are meeting virtually, include the link for the virtual meeting. It can also be helpful to add your phone number into the email in case people arriving have questions about where to go or park. Here's a sample email:

- *"Hi all! Just a reminder our next team meeting is next [date, time] at my home, [address]. Please remember to review the Make A Plan action and begin working on your plan before we meet. If you have any questions or need help finding my place, please feel free to text or call me at [phone number] I look forward to seeing you all then!"*

Facilitation Tips: Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

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To get ready right before your meeting, be sure to:

- Read through the agenda and practice any parts of the meeting that would be helpful like checking your video setup and playing the topic video.
- Look through the resources, read each one so you are comfortable with the content and ready to share them.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.
- If you are meeting in person for this meeting, a large piece of paper (like butcher paper 2x3 feet or so) and markers would be helpful if possible! If you need help finding this, please ask your Team Leader for assistance.

During discussion sections of the meeting:

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much: consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot: consider thanking them for sharing and asking the group if anyone else has thoughts they would like to add.
- If anyone has questions throughout the meeting that team members can't answer, ask the Team Leader to take notes and send them to the program leaders for assistance.

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- **Time for Informal Socializing** (*10 - 30 minutes before the meeting start time*)
 - As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
 - Encourage folks to chat and connect before the meeting gets started!
- 15 minutes - **Welcome and Discussing Last Meeting Topic**
 - Welcome everyone
 - Discuss the topic from the last meeting and ask people to share what steps they have taken. Go around the room so everyone can participate. Ask the following:
 - How did it go with starting to create your emergency preparedness plan? Did you reach any obstacles or have any questions?
 - What did folks learn or find interesting with the Make a Plan action?
- 40 mins - **Activity: Be Prepared Together & Brainstorm on Projects**
 - Intro the activity:
 - In the Resilience video 2 meetings ago it talked about preparing for emergencies together as a community. We are going to revisit this topic today!

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- We will be completing the Be Prepared Together action together today. Specifically Step #2 sections Share Contact Information & Skills and Make a plan to help neighbors that might need assistance together today. Then we will brainstorm on possible projects we can do together to improve our neighborhood!
- Navigate to the Be Prepared Together action in the Resilience action category and read through these two sections as you go along through the exercise.
- If your team is not together on a neighborhood, read through these instructions and then see the Modification note at the bottom of this activity.
- **Activity #1 - Map Your Neighborhood!** With a large piece of butcher paper and markers, draw out your neighborhood with a space for each house. Draw your own house on the map. Next to your house, list your contact information (name, phone & email) and any resources or needs you may have during an emergency.
 - Resource/Need examples:
 - Resources: a hand crank or battery powered NOAA radio, First Aid skills, a large car for carpooling during an evacuation, etc.
 - Needs: elderly neighbor who needs assistance with medical or mobility challenges during evacuation.
 - Virtual version - have one person use a Google Slide or any other form of doc to take notes and share their screen. Everyone contribute to creating the doc. If someone is willing to volunteer, they can draw the information up into a map after the meeting and share with everyone!
 - After you have completed the mapping exercise, participate in the [Bainbridge Island Map Your Neighborhood program](#).
 - **Need assistance?** The Bainbridge Prepares "[Map Your Neighborhood](#)" team can help!
- **Activity #2 - Brainstorm on how to improve your neighborhood!** Add to your map any additional features to your neighborhood like stop signs, bike lanes, trees, parks, etc. Then think about what would make your neighborhood better? What could you add or do together to improve your neighborhood? Some examples:
 - Reduce flooding by Adopting a Drain and making sure it is cleared regularly
 - Planting trees or a community garden
 - Adding a Bike Lane or a Stop Sign to slow down traffic
 - Explore the Project Actions category for more ideas
- Decide on at least one project you are all interested in doing.
- **Activity #3 - Plan Your Project!** Plan out the high level steps it will take to complete your project as well as the supplies, materials, or skills you'll need.

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- Create an initial timeline for starting and/or completing your project and decide what the next step will be and who will be responsible for leading this part of the project.
- **MODIFICATION** if your team does not live together on a neighborhood - follow the exercise but focus on ways you can support each other during a disaster even if you are not neighbors. You can also pick one neighborhood and do a sample exercise to get the experience and then make a plan to do this with each of your individual neighborhoods. For the project exercise, you can expand the scope to brainstorm on how to improve your neighborhood or the city as a whole and consider larger scope projects.
- 5 minutes - **Follow Up and Next Steps**
 - Go over the next steps with your team, let them know you will also send the follow up steps by email: Before the next team meeting:
 - Work on completing any actions in progress that can be completed before the Celebration meeting to see all your success!
 - If you have an action item for the Team Project, complete that as well.
 - **Thank everyone for coming to the meeting!**
 - Remind everyone if they have any questions about using the online platform they can send them to your team leader who can ask the program lead for assistance or submit a question through the site using the question form.
 - Ask your team leader to confirm who is leading the next meeting and ask that team member to remind folks of the date and time of the next meeting.

Follow Up from your Meeting

Great work! Terrific job leading your meeting! We hope you had fun and that your team is excited about the topics and taking actions. Your last step - follow-up:

- After your meeting, ideally within 24 hours, send a follow up email to everyone in your group. Here's a sample email:
 - *"Thank you all so much for attending yesterday's team meeting! As a reminder our next meeting will take place on [date, time] and will be hosted by [name of next meeting host]. Before our next meeting, be sure to:*
 - *Work on completing any actions in progress that can be completed before the Celebration meeting to see all your success!*
 - *If you have an action item for the Team Project, complete that as well.*
 - *If you have any questions or issues using the Challenge site, reach out to [team leader's name] or post a question through the question form on the site. Thanks again!"*